



**AUTHORIZED FEDERAL SUPPLY SERVICE  
INFORMATION TECHNOLOGY SCHEDULE PRICE LIST**

**GENERAL PURPOSE INFORMATION TECHNOLOGY SERVICES**

**Special Item No. 132-51 Information Technology Professional Services  
Special Item No. 132-56 Health Information Technology**



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Contract Number: GS-35F-0298T  
(Amendment/Modification# PO-0020)  
Period Covered by Contract:  
Pursuant to Clause I-FSS-163, the period of performance is extended from  
02/28/2017 to 02/27/2022

General Services Administration - Federal Supply Service

Products and ordering information in this Authorized FSS Information Technology Schedule Price List are also available on the GSA *Advantage!* System. Agencies can browse GSA *Advantage!* by accessing GSA's Home Page via Internet at [www.gsa.gov](http://www.gsa.gov).

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## **1. Special Notice to Agencies**

### **Small Business Participation**

Small Business Administration (SBA) strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance small business participation, SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/price lists of at least three schedule Contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/price lists, GSA Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting price lists for a best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

## **2. Information for Ordering Offices**

### **2.1. Geographic Scope of Contract**

The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.

### **2.2. CONTRACTOR'S ORDERING ADDRESS**

Unissant Inc.  
ATTN: GSA Orders  
11800 Sunrise Valley Drive, Suite 1000  
Reston, VA 20191  
Phone Orders: (703) 889-8500  
Fax Orders: (866) 481-1972

### **2.3. CONTRACTOR'S PAYMENT ADDRESS**

Unissant Inc.  
11800 Sunrise Valley Drive, Suite 1000  
Reston, VA 20191

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice. The following telephone number (s) can be used by ordering agencies to obtain technical and/or ordering assistance: (703) 889-8500.

### **2.4. LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

## 2.5. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279

Block 9: **G.** Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS): **623884660**  
Block 30: Type of Contractor: **B. Small Business**  
Block 31: Woman-Owned Small Business: **No**  
Block 36: Contractor's Taxpayer Identification Number (TIN): **54-1954984**

- a. Cage Code: 4KH63
- b. Contractor has registered with the Central Contractor Registration Database.

## 2.6. F.O.B. DESTINATION

When deliveries are made to destinations outside the 48 contiguous States, i.e., Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations as specified, and are not covered, the following conditions will apply:

- (1) Delivery will be F.O.B. inland carrier, point of exportation (FAR 52.247-38), with the transportation charges to be paid by the Government from the point of exportation to destination in Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations specified, as designated by the ordering office. The Contractor shall add the actual cost of transportation to destination from the point of exportation in the 48 contiguous States nearest to the designated destination. Such costs will, in all cases, be based upon the lowest regularly established rates on file with the Interstate Commerce Commission, the U.S. Maritime Commission (if shipped by water), or any State regulatory body, or those published by the U.S. Postal Service; and must be supported by paid freight or express receipt or by a statement of parcel post charges including weight of shipment.

The right is reserved to ordering agencies to furnish Government bills of lading. Ordering offices will be required to pay differential between freight charges and express charges where express deliveries are desired by the Government.

## 2.7. DELIVERY SCHEDULE

- a. **Time of Delivery:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

| Items or Groups of Items (SIN or Nomenclature) | Delivery Time (Days ARO)                                  |
|--|---|
| 132-51   | As negotiated between the ordering agency and Contractor. |
| 132-56   | As negotiated between the ordering agency and Contractor. |

- b. **Urgent Requirements:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

## 2.8. DISCOUNTS

- a. Federal Government Agencies: 1% to 33% depending on labor categories.
- b. Prompt Payment: 1% of Net 15 days from receipt of invoice, or date of acceptance, whichever is later.
- c. Quantity: None.
- d. Dollar Volume: None.
- e. Government Educational Institutions: Government Educational Institutions

are offered the same discounts as all other Government customers.

## **2.9. TRADE AGREEMENTS ACT OF 1979, AS AMENDED**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

### **2.10. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING**

Export packing is available at extra cost outside the scope of this contract.

### **2.11. SMALL REQUIREMENTS**

The minimum dollar value of orders to be issued is \$100.00.

### **2.12. MAXIMUM ORDER**

All dollar amounts are exclusive of any discount for prompt payment. The maximum dollar value per order for all IT professional services will be \$500,000.

### **2.13. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS**

In accordance with FAR 8.404: Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

- a. **Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- b. **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/price lists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider --
  - (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service
  - (2) Trade-in considerations
  - (3) Probable life of the item selected as compared with that of a comparable item
  - (4) Warranty considerations
  - (5) Maintenance availability
  - (6) Past performance
  - (7) Environmental and energy efficiency considerations.
- c. **Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek

a price reduction. In addition to following the procedures in paragraph b above, and before placing an order that exceeds the maximum order threshold, ordering offices shall --

- (1) Review additional Schedule Contractor's catalogs/price lists, or use the "GSA Advantage!" on-line shopping service;
- (2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

**NOTE:** For orders exceeding the maximum order threshold, the Contractor may:

- (1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19, Order Limitations);
- (2) Offer the lowest price available under the contract; or
- (3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

**d. Blanket Purchase Agreement (BPA).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

**e. Price Reductions.** In addition to the circumstances outlined in paragraph c above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price, or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts.

Schedule Contractors are not required to pass on to all Schedule users a price reduction extended only to an individual agency for a specific order.

**f. Small business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

**g. Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

## **2.14. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS**

Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.

**2.15. FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)**

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

**2.16. FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS)**

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

**2.17. SECURITY REQUIREMENTS**

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery order(s), a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will be negotiated with the Schedule Contractor on an open market basis, outside the scope of the contract.

**2.18. CONTRACT ADMINISTRATION FOR ORDERING OFFICES**

Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.249-1, 52.249-2, and 52.249-8.

**2.19. GSA ADVANTAGE!**

*GSA Advantage!* is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. *GSA Advantage!* will allow the user to perform various searches across all contracts including, but not limited to:

- (a) Manufacturer
- (b) Manufacturer's Part Number
- (c) Product Category(ies).

Agencies can browse *GSA Advantage!* by accessing the Internet World Wide Web utilizing a browser (ex: Netscape). The Internet address is <http://www.gsa.gov>.

**2.20. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS**

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule BPA, or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.



**2.21. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire Schedule contract:
- (1) Time of delivery/installation quotations for individual orders.
  - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
  - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule Contract.

**2.22. OVERSEAS ACTIVITIES**

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the price list.

Upon request of the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

**2.23. YEAR 2000 WARRANTY – COMMERCIAL SUPPLY ITEMS**

- (a) As used in this clause, "Year 2000 compliant" means, with respect to information technology, that the information technology accurately processes date/time data (including, but not limited to, calculating, comparing and sequencing) from, into and between the twentieth and twenty-first centuries, and the years 1999 and 2000, and leap year calculations, to the extent that other information technology used in combination with the information technology being acquired, properly exchanges date/time data with it.
- (b) The Contractor shall warrant that each hardware, software and firmware product delivered under this contract shall be able to accurately process date time data (including, but not limited to, calculating, comparing and sequencing) from, into and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all products (e.g. hardware, software, firmware) used in combination with products properly exchange date time data with it. If the contract requires that specific listed products must perform as a system in accordance with the forgoing warranty, then that warranty shall apply to those products as a system. The duration of this warranty and the remedies available under this warranty shall include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance (installation is considered acceptance).

The Contractor may offer an extended warranty to the Government to include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing at any time prior to June 1, 2000, or for a period of 6 months following acceptance (installation is considered acceptance) whichever is later. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

**2.24. BLANKET PURCHASE AGREEMENTS**

Federal Acquisition Regulation (FAR) 13.201(a) defines BPAs as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of BPAs under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable Schedule users to maximize their administrative and purchasing savings. This feature permits Schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Price List, for customers to consider when using this purchasing tool

#### **2.25. CONTRACTOR TEAM ARRANGEMENT**

Federal Supply Schedule Contractors may use Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this Schedule Price List.

### 3. TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM 132-51)

#### 3.1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51, Information Technology Professional Services, apply exclusively to IT professional services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

#### 3.2. ORDERING PROCEDURES

- a. Procedures for IT professional services priced on GSA schedule at hourly rates.
  - (1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules, or for some Special Item Numbers (SIN) within a Schedule. GSA has established special ordering procedures for IT professional services (SIN 132-51) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein, take precedence over the procedures in FAR 8.404.
  - (2) The GSA has determined that the rates for IT professional services contained in this price list are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price, or ceiling price, is fair and reasonable.
  - (3) When ordering IT professional services, ordering offices shall –
    - (i) Prepare a Request For Quote:
      - (A) A performance-based Statement of Work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
      - (B) A Request For Quote should be prepared which includes the performance-based Statement of Work and requests the Contractors submit either a firm-fixed price, or a ceiling price, to provide the services outlined in the Statement of Work.

A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work, or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the Schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the Statement of Work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel, or Joint Travel Regulations. A ceiling price must be established for labor hour and time and material orders.
      - (C) The Request For Quote may request the Contractors, if necessary or appropriate, submit a project plan for performing the task and information on the Contractor's experience and/or past performance performing similar tasks.

- (D) The Request For Quote shall notify the Contractors what basis will be used for selecting the Contractor to receive the order. The notice shall include the basis for determining whether the Contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to Schedule Contractors who are small business concerns as permitted by paragraph (ii)(A) below, the Request For Quotes shall notify the Contractors that will be the case.

(ii) Transmit the Request For Quote to Contractors:

- (A) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the Contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as Contractors' locations, as appropriate). When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those Schedule Contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs, as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.
- (B) The Request For Quote should be to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold.  
For proposed orders exceeding the maximum order threshold, the request for quote should be provided to additional Contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the Contractors' costs associated with responding to Requests For Proposals for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

(iii) Evaluate proposals and select the Contractor to receive the order:

After responses have been evaluated against the factors identified in the Request For Quote, the order should be placed with the Schedule Contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

- (4) The establishment of Federal Supply Schedule BPAs for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall –
- (i) Inform Contractors in the Request For Quote (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the Contractors to be awarded the BPAs.
- (A) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule Contractor that

represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

- (B) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which Contractors can meet any technical qualifications before establishing the BPAs.

When multiple BPAs are established, the authorized users must follow the procedure in (3)(ii)(B) above, and then place the order with the Schedule Contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

- (ii) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.
- (5) The ordering office should give preference to small business concerns when two or more Contractors can provide the services at the same firm-fixed price, or ceiling price.
- (6) When the ordering office's requirement involves both products as well as IT professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the Contractor that represents the greatest value in terms of meeting the agency's total needs.
- (7) The ordering office, at a minimum, should document orders by identifying the Contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule Contractor's quotes that formed the basis for the selection of the Contractor that received the order and the rationale for any trade-offs made in making the selection.

b. Ordering Procedures for other services available on schedule at fixed prices for specifically defined services or tasks.

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

- (1) **Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- (2) **Orders exceeding the micro-purchase threshold, but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/price lists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs. In selecting the service representing the best value, the ordering office may consider— (i) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.
- (3) **Orders exceeding the maximum order threshold.** Each Schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek

a price reduction. In addition to following the procedures in paragraph b above, and before placing an order that exceeds the maximum order threshold, ordering offices shall--

- (i) Review additional Schedule Contractor's catalogs/price lists, or use the "GSA Advantage!" on-line shopping service;
- (ii) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and
- (iii) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

**NOTE:** For orders exceeding the maximum order threshold, the Contractor may:

- (A) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19, Order Limitations);
  - (B) Offer the lowest price available under the contract; or
  - (C) Decline the order (orders must be returned in accordance with FAR 52.216-19).
- (4) **Blanket Purchase Agreements.** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
  - (5) **Price reductions.** In addition to the circumstances outlined in paragraph (3) above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule service elsewhere at a lower price, or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.
  - (6) **Small business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
  - (7) **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

### 3.3. ORDER

- a. Agencies may use written orders, BPAs, individual purchase orders, or task orders for ordering services under this contract. BPAs shall not extend beyond the end of the contract period. All services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19, Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

### **3.4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
- c. The Agency should include the criteria for satisfactory completion for each task in the Statement of Work, or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation, or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

### **3.5. INSPECTION OF SERVICES**

The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

### **3.6. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

### **3.7. RESPONSIBILITIES OF THE GOVERNMENT**

Subject to security regulations, the ordering office shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

### **3.8. INDEPENDENT CONTRACTOR**

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the Government.

### **3.9. ORGANIZATIONAL CONFLICTS OF INTEREST**

- a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed Government contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

- b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such

restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the Schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

**3.10. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT Services. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

**3.11. PAYMENTS**

For firm-fixed price orders, the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

**3.12. RESUMES**

Resumes shall be provided to the GSA Contracting Officer, or the user agency upon request.

**3.13. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

**3.14. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

**3.15. DESCRIPTION OF IT SERVICES AND PRICING**

Please refer to the attached Labor Category Descriptions and Pricing.



**SUGGESTED FORMAT**

**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE  
(Insert Customer Name)**

In the spirit of the Federal Acquisition Streamlining Act, \_\_\_\_\_ (Agency) \_\_\_\_\_ and  
\_\_\_\_\_ (Contractor) \_\_\_\_\_ enter into a cooperative agreement to further reduce the administrative costs of acquiring  
commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s)  
\_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the  
development of technical documents; solicitations; and the evaluation of offers. Teaming Arrangements are permitted with  
Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual  
purchases from the Schedule contract. The end result is to create a purchasing mechanism for the **Government that works  
better and costs less.**

**Signatures**

\_\_\_\_\_  
AGENCY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
DATE

BPA NUMBER \_\_\_\_\_

**(CUSTOMER NAME)**  
**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

**MODEL NUMBER/PART NUMBER**

**\*SPECIAL BPA DISCOUNT/PRICE**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- (2) Delivery:

**DESTINATION**

**DELIVERY SCHEDULE/DATES**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- (3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

**OFFICE**

**POINT OF CONTACT**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
- (a) Name of Contractor
  - (b) Contract Number
  - (c) BPA Number
  - (d) Model Number or National Stock Number (NSN)
  - (e) Purchase Order Number
  - (f) Date of Purchase
  - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information)
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

## **BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedule’s “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

### 3.16. Skill Category Descriptions (SIN 132-51)

| <b>Application Test Engineer</b>   |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Over seven (5+) years of related experience in application testing services.  |
| <b>Functional Responsibility:</b>  | Has experience in testing software applications, and generates and reviews test strategies, plans, traceability matrices, procedures, and reports for technical accuracy and completeness. Additionally, has experience in requirements analysis and testing tools. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>Business and Systems Analyst</b> |   |
|-------------------------------------|---|
| <b>Minimum/General Experience:</b>  | Over three (5+) years experience in analyzing and documenting enterprise business processes or systems functionality  |
| <b>Functional Responsibility:</b>   | <p>Business/Systems Analysts services are crucial for capturing specific business/systems process information related to a project. Some of the tasks performed by our Business/Systems Analysts are as follows: Identifying and/or create key project documents for gathering and documenting business/systems requirements.</p> <p>Once the requirements are gathered, correspond with the business units in re-engineering some of the processes to increase efficiency and productivity. Identify and document project vision while ensuring alignment with the overall mission of the organization as well as document project objectives and goals.</p> <p>They will also identify and document detailed business requirements. Work with the technical group in mapping the process requirements to the specific technological solution and work with the end users to ensure the technology solution meets the specific business requirements. In addition, work as part of the testing team to ensure correctness and completeness of the technology solution.</p> |
| <b>Minimum Education:</b>           | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>Business Analytics Specialist</b> |  |
|--------------------------------------|--|
| <b>Minimum/General Experience:</b>   | Over seven (5+) years of related experience in designing and/or developing business and/or information management solutions  |
| <b>Functional Responsibility:</b>    | Provides end-to-end retail systems functional expertise necessary to interpret requirements, ensures responsiveness, and achieve successful performance. Advises on the analysis, evaluation, and implementation of systems and other IT tasks. This is a non-management position. |
| <b>Minimum Education:</b>            | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>Business Intelligence Professional (Junior)</b> |   |
|--|---|
| <b>Minimum/General Experience:</b>                 | Over ten (5+) years of related experience including over six (6+) years in architecting, designing or developing BI systems including Data Warehouses, Data Marts, Decision Support Systems and/or Operational Data Stores.   |
| <b>Functional Responsibility:</b>                  | <p>Business Intelligence (BI) Professional with extensive experience in a BI lifecycle project, Experience with implementation to administration and support. This consultant will be responsible for all functional and technical aspects of BI Services such as dashboards, enterprise reporting, query and analysis as well as metadata management.</p> <p>The metadata management services provided by this individual will cover all aspects of metadata</p> |

| <b>Business Intelligence Professional (Junior)</b> |  |
|--|--|
|  | gap analysis, solution ROI, integration strategy, building metadata repositories and metadata reporting. Additional Qualifications include: Write complex SQL Queries as necessary.<br><br>Experience with ETL Tools like Ab-Initio, Ascential Datastage, Informatica etc. Experience with reporting tools like Microstrategy, Business Objects, Cognos, Microsoft Reporting Services etc. |
| <b>Minimum Education:</b>                          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>Business Intelligence Professional (Senior)</b> |   |
|--|---|
| <b>Minimum/General Experience:</b>                 | Over ten (10+) years of related experience including over six (6+) years in architecting, designing or developing BI systems including Data Warehouses, Data Marts, Decision Support Systems, Metadata Repositories and/or Operational Data Stores.   |
| <b>Functional Responsibility:</b>                  | Business Intelligence (BI) Professional with extensive experience in a BI lifecycle project, from strategic planning through product and tool evaluation and selection, project management and implementation to administration and support. This consultant will be responsible for all functional and technical aspects of BI Services such as dashboards, enterprise reporting, query and analysis as well as metadata management.<br><br>The metadata management services provided by this individual will cover all aspects of metadata gap analysis, solution ROI, integration strategy, building metadata repositories and metadata reporting. Additional Qualifications include: Identifying and modeling analytical structures, business rules, and data requirements for querying, reporting and analysis Ability to specify, locate or develop high quality data sources and integrating data sources and information flows Write complex SQL Queries as necessary.<br><br>Experience with ETL Tools like Ab-Initio, Ascential Datastage, Informatica Experience with reporting tools like Microstrategy, Business Objects, Cognos, Microsoft Reporting Services etc. Experience with Metadata tools like Adaptive, ASG Rochade (BeCubic), Metastage, Superglue etc. Experience with Data Quality tools like Firstlogic, Dataflux, Proclarity etc. |
| <b>Minimum Education:</b>                          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>Business Process Consultant</b> |  |
|------------------------------------|--|
| <b>Minimum/General Experience:</b> | Over five (5+) years of related experience in providing management consulting solutions  |
| <b>Functional Responsibility:</b>  | Models, simulates, and enhances business process diagrams. Communicates and translates requirements effectively between business process areas and supporting separate departments. Determines and documents the impact of change and suggests policy, goal, and rule changes. Performs continuous reviews to align processes with changing business conditions. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>Business Subject Matter Specialist</b> |   |
|---|---|
| <b>Minimum/General Experience:</b>        | Over five (5+) years of related experience in providing management consulting solutions   |
| <b>Functional Responsibility:</b>         | Analyzes user needs to determine functional requirements and define problems and develop plans and requirements in the subject matter area for moderately complex to complex systems related to information systems architecture, networking; telecommunications, automation, communications protocols, risk management/electronic analysis, software, lifecycle management, software |

| <b>Business Subject Matter Specialist</b> |  |
|---|--|
|   | development methodologies, and modeling and simulation. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Possesses requisite knowledge and expertise so recognized in the professional community that the government is able to qualify the individual as an expert in the field for an actual task order. Demonstrates exceptional oral and written communication skills. Commensurate experience in IT and in new and related older technologies that directly relate to the required area of expertise. |
| <b>Minimum Education:</b>                 | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>Configuration Management Specialist</b> |   |
|--|---|
| <b>Minimum/General Experience:</b>         | Over five (5+) years of related experience in providing and supporting Configuration Management practices.  |
| <b>Functional Responsibility:</b>          | Provides support to the client in configuration management, system inventory data collection, risk assessment development, status reporting, and related policy management efforts. Formulates, coordinates, and implements configuration management policies, procedures, and guidelines for the client's systems. Supports the development of major deliverables such as configuration management plans and working group charters. |
| <b>Minimum Education:</b>                  | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>Consultant</b>                  |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Over five (5+) years of related experience in providing and supporting technical or management consulting solutions.  |
| <b>Functional Responsibility:</b>  | Provide technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation and implementation advice on moderately complex problems that require an appropriate level of knowledge of the subject matter for effective implementation. Apply principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Assist other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture, networking; telecommunications, automation; communications protocols, risk management/electronic analysis, software; lifecycle management, software development methodologies, and modeling and simulation. Commensurate experience in IT and in new and related older technology that directly relates to the required area of expertise. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>COTS Application Specialist (Junior)</b> |   |
|---|---|
| <b>Minimum/General Experience:</b>          | Over four (4+) years experience (or equivalent training) in implementing ERP, ERM, or EC/EDI application solutions. Formal training in relevant application specialties (e.g., PeopleSoft PeopleCode, PeopleTools, SQR; SAP ABAP, WorkBench; Siebel Tools, SVB) or overall application structure and implementation installation courses. |

| <b>COTS Application Specialist (Junior)</b> |  |
|---|--|
| <b>Functional Responsibility:</b>           | <p>Technical specialist who supports integration of certain enterprise applications (such as PeopleSoft, SAP R/3, or Siebel). Assists in developing interfaces between application code, relational databases and/or computer hardware systems. Assists in developing interfaces for data capture and table population, application code development, screen views and other required technical design and development requirements.</p> <p>OR</p> <p>Functional specialist with experience in system design, development and analysis to improve business processes. Customization and implementation experience. Business and analytical expertise to support project requirements. Understands client objectives with extensive knowledge of core processes. Participates in overall system design and specifications. May have specific expertise in business or functional areas.</p> |
| <b>Minimum Education:</b>                   | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>COTS Application Specialist (Senior)</b> |  |
|---|--|
| <b>Minimum/General Experience:</b>          | Over seven (7+) years of experience in developing, prototyping and testing ERP, ERM, or EC/EDI solutions for large-scale computer systems implementations. Includes over six (6+) years of experience (or equivalent education) in implementing application solutions. Formal training in relevant application specialties (e.g., PeopleSoft PeopleCode, PeopleTools, SQR: SAP ABAP, WorkBench; Siebel Tools, SVB) or overall application structure and implementation courses.  |
| <b>Functional Responsibility:</b>           | <p>Technical specialist who supports integration of enterprise applications (such as PeopleSoft, SAP R/3, or Siebel). Responsible for technical aspects of application implementation. Possesses and applies comprehensive application knowledge to provide technical and system design guidance to application development technical team. Uses knowledge to direct and/or create the interface of application code, relational databases, and/or computer hardware systems. Develops interfaces for data capture and table population, application code development, screen views and other required technical design and development requirements.</p> <p>OR</p> <p>Functional specialist with extensive experience and/or expertise in system design, development and analysis to improve business processes. Extensive customization and implementation experience. Business and analytical expertise to support project requirements. Understands client objectives with extensive knowledge of core processes. Provides overall system design and specifications. Responsibilities include project management and ERP, ERM, or IT implementation. Specific expertise in business or functional areas.</p> |
| <b>Minimum Education:</b>                   | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>Custom Application Programmer/Developer</b> |  |
|--|--|
| <b>Minimum/General Experience:</b>             | Over five (5+) years experience in systems analysis, design and programming. |

| <b>Custom Application Programmer/Developer</b> |  |
|--|--|
| <b>Functional Responsibility:</b>              | <p>Analyzes user requirements, procedures and problems to automate processing and improve existing computer system. Formulates and defines system scope and objective. Writes detailed description of user needs, program, program functions and steps required for developing and modifying computer programs.</p> <p>Analyzes software requirements to determine feasibility of design and consults with hardware engineers to evaluate interface between hardware, software and operational performance requirements of the system. Designs, develops and implements applications and systems based on user needs. Studies existing information-processing systems to evaluate effectiveness and develop new systems based on user needs.</p> |
| <b>Minimum Education:</b>                      | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>Data Reporting &amp; Visualization Specialist/Architect</b> |  |
|--|--|
| <b>Minimum/General Experience:</b>                             | Over five (5+) years of related experience in designing and/or developing data visualization solutions   |
| <b>Functional Responsibility:</b>                              | Provides functional and technical development in support of a comprehensive reporting coverage for enterprise systems of medium-to-major complexity. Ensures the creation, delivery, and modification of queries; ensures management of reports for many users; ensures that power user business reports and batch type production reporting are provided. Ensures that the design and creation of technical specifications from functional specifications for enterprise systems are provided. Ensures that analyses of the impacts of vendor provided updates and upgrades to the system and programming solutions are provided. Ensures production support with the analysis, design, programming, and testing of solutions of medium to complex production problems is provided. Ensures that support of the development of test scenarios and test cases is provided. Ensures correction of data in critical situations, as directed. |
| <b>Minimum Education:</b>                                      | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>Database Specialist</b>         |  |
|------------------------------------|--|
| <b>Minimum/General Experience:</b> | Over five (5+) years experience in administrating databases, e.g., Oracle, MS SQL Server, UDB/DB2, Sybase, Informix.   |
| <b>Functional Responsibility:</b>  | <p>Manages development of database projects. Plans and budgets staff and database resources. Manages team of developers or administrators. Expertise in database design, installation, upgrades, and conversion. Manages backup and recovery procedures, access security, database integrity, physical data storage design and management. Maintains database standards, performs performance tuning and data/database migrations across platforms. Consults with user management to ensure that problems are properly identified and solved to meet requirements.</p> <p>Additional Qualifications include: Troubleshooting experience Installations, configuration and setup Writing and optimizing code Ability to communicate with upper management on client site Handling periods of high stress Ability to multi-task Experience with Data Modeling tools like ERWIN and Embacadero Data Modeler are desirable.</p> |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>Functional Lead</b>             |  |
|------------------------------------|--|
| <b>Minimum/General Experience:</b> | Over five (5+) years of related experience in providing management consulting solutions. |



|                                   |  |
|-----------------------------------|--|
| <b>Functional Responsibility:</b> | Acts as the liaison between the functional team, the client, and the customer on all change requests, tickets, and project deployments. Responsibilities include perform analysis, coordination, and planning functions using a high level of judgment and initiative with minimum supervision. Ensures the appropriate level of quality has been integrated into products; monitors products and services throughout the life cycle; and validates/verifies adherence to specified requirements through the SDLC phases. Must be able to understand and deconstruct requirements to communicate how functional requests will fit into the current technical system. Coordinates all deployments for project and O&M activities. |
| <b>Minimum Education:</b>         | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>HCM Technical Consultant</b>    |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Over five (5+) years of related experience in providing Human Capital solutions.  |
| <b>Functional Responsibility:</b>  | Provides the technical development and system design skills. Supports the design and creation of technical specifications from functional specifications for complex development projects, analyzes the impact of vendor-provided updates and upgrades to the system, and develops programming solutions using the PeopleTools suite. Provides production support with the analysis, design, programming, and testing of solutions to complex production problems, supports the development of test scenarios and test cases, and corrects data in critical situations as directed. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>Infrastructure Manager</b>      |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Over five (5+) years of related experience in providing infrastructure based solutions.   |
| <b>Functional Responsibility:</b>  | Plans, organizes, and manages staff and overall operations to ensure the stable operation of the client's IT infrastructure. This position is responsible for developing and implementing policies and procedures to implement necessary infrastructure frameworks such as ITIL. Tasks include: developing, maintaining, supporting, and optimizing key functional areas as it pertains to infrastructure. Responsible for ensuring performance and availability of the client's IT infrastructure. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>Network/Systems Engineer</b>    |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Over five (5+) years general IT experience including four (4) years of specialized experience in network or system engineering using Unix/Linux or Windows based systems.   |
| <b>Functional Responsibility:</b>  | Designs, installs and maintains complex networks that typically link several computing platforms, operation systems and network topologies across widely dispersed geographic areas. Evaluates/recommends hardware and software suitable for large complex networks. Designs, tests and implements interface programs. Develops implements and monitors security procedures. Manages network performance. Troubleshoots and resolves complex problems to ensure no disruption of mission-critical applications. Designs and maintains fault-tolerant systems and manages system backups. Recommends and implements changes in methods or procedures, where necessary. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>Program Manager</b>             |  |
|------------------------------------|--|
| <b>Minimum/General Experience:</b> | Over seven (7+) years of related experience in providing Program Management solutions.   |
| <b>Functional Responsibility:</b>  | Responsible for managing complex IT projects. Researches and evaluates new concepts and processes to improve performance, and analyzes cross-functional problem sets, identifies root causes, and resolves issues. Directs staff and task activities on a daily basis to meet client objectives. Serves as a liaison with clients to coordinate activities, negotiate tasks, and solve problems. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>Project Manager</b>             |  |
|------------------------------------|--|
| <b>Minimum/General Experience:</b> | <p>Over five (5+) years experience in the IT industry including five (5) years managing and coordinating ERP, ERM, EC/EDI and IT projects. Manages and implements all phases of the systems life cycle, to include the definition, analysis, design, programming, testing and implementation phases.</p> <p>Manages project plans, project budgets and schedules to achieve project objectives relating to performance, cost and milestones. Ensures conformance with requirements of work breakdown schedules associated with ERP, ERM, EC/EDI and IT applications. Co-ordinates work effort with all pertinent parties to ensure problem resolution, management control and user satisfaction. Can also act as a program manager responsible of delivering and tracking multiple projects in parallel.</p> <p>Additional responsibilities include: Resource Management – work with each of the areas to ensure the team has the skilled resources to complete the outstanding work, and obtain additional resources as needed. Status Reporting – report on the status and progress in a timely manner. Issue Management - manage issues to resolution, working with the team and other areas to resolve. Task Management – Manage the work being performed and ensure the issue management tool is kept current with the status of each task.</p> |
| <b>Functional Responsibility:</b>  | Knowledge of ERP, ERM, EC/EDI and IT products and the proven ability to develop sound business solutions in complex IT environments. Provides leadership and advice on the development, implementation and deployment of ERP, ERM, EC/EDI and IT applications. Possesses knowledge of open and proprietary systems in the selection, design, customization and implementation of ERP, ERM, EC/EDI and IT solutions. Reviews work products for quality, completeness, and adherence to design concepts and user requirements.   |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>QA Analyst</b>                  |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Five (5) years of general IT experience including three (3) years of specialized experience in performing quality assurance/testing of enterprise applications.   |
| <b>Functional Responsibility:</b>  | <p>Quality assurance and testing is an integral and important part of any software</p> <p>Defining a testing plan for the different stages of testing and working with development team, project managers, and other groups to achieve positive Quality Assurance compliance. In addition, coordinate delivery efforts with developers, DBA's, content developers, quality assurance managers and project managers ensuring all requirements are met. Conduct regression testing, functional testing, monitoring and enhancing the capabilities of other project interfaced technologies.</p> <p>Also perform load and stress testing to assess and define requirements for Quality Assurance standards, enterprise methodologies and web life-cycle principles. The QA Analyst will also perform Web Accessibility Testing which meets government standards and compliance using such tools as</p> |

|                           |  |
|---------------------------|--|
|                           | <p>HTML Validator, WebSite Garage, JAWS, Bobby and IBM Home Page Reader. Resolve customer web access issues for assistive technology in accordance with the American with Disabilities Act using QuickTest Professional.</p> <p>Additional Qualifications Include: Experience with full-lifecycle testing Writing and maintaining Requirement Tracability Matrix (RTM) Experience with Manual, Automated , Integration , Interface and Performance Testing Experience in writing complex SQL queries if necessary Experience with Various tools from Rational or Mercury Experience with Issue Management and Defect management.</p> |
| <b>Minimum Education:</b> | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>Senior Consultant</b>           |  |
|------------------------------------|--|
| <b>Minimum/General Experience:</b> | Over five (5+) years of related experience in providing and supporting technical or management consulting solutions.   |
| <b>Functional Responsibility:</b>  | Provide technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the subject matter area. Make recommendations and advise on organization-wide system improvements, optimization or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; lifecycle management; software development methodologies; and modeling and simulation. Commensurate experience in IT and in new and related older technology that directly relates to the required area of expertise. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>Senior Database Administrator</b> |  |
|--------------------------------------|--|
| <b>Minimum/General Experience:</b>   | Over five (5+) years of related experience in providing data management solutions.   |
| <b>Functional Responsibility:</b>    | Provides relational database development and administration support to a large system and Web application environment. Provides hands-on database maintenance, development, administration, and performance optimization. Performs database clustering, back-up, and configuration for high availability. Implements and maintains one or more complex databases. Implements procedures to control access and allocation of data and maintain security controls. Maintains database definitions and documentation. |
| <b>Minimum Education:</b>            | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>Senior ETL Architect</b>        |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Over five (5+) years of related experience in providing data management solutions.  |
| <b>Functional Responsibility:</b>  | Develops and maintains ETLs from various sources to a data warehouse. Responsible for loading the data warehouse daily from various sources. Duties may include creation of new scripts, transition of PL/SQL ETLs to new scripts, or modification of existing scripts. The candidate will be involved in developing mappings and writing complex programs for the data warehouse. Other tasks include analyzing transaction errors, troubleshooting issues in the software, developing bug-fixes, and involvement in performance tuning efforts. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>Software Engineer</b>           |  |
|------------------------------------|--|
| <b>Minimum/General Experience:</b> | Over five (5+) years of related experience in supporting Software Engineering initiatives.   |
| <b>Functional Responsibility:</b>  | Executes standard software development activities including design, development, implementation, test, documentation, and support using standard software engineering principles. Keeps current on emerging technology trends. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>Systems Integrator</b>          |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Over five (5+) years of related experience in application integration services.   |
| <b>Functional Responsibility:</b>  | Responsible for establishing computer systems. Additional tasks include: analyzing system faults and troubleshoots issues, evaluating and installing software during testing phases, and performing preventative maintenance on the operating systems. Also administers systems and environment solutions, and contributes to the development of client goals and objectives. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>Technical Consultant</b>        |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Over five (5+) years of related experience in application integration services.   |
| <b>Functional Responsibility:</b>  | Gathers, analyzes, translates, and composes technical information into clear, readable documents to be used by technical and non-technical personnel. Interviews subject matter experts/engineers, and captures interview findings in a document. Develops diagrams and graphics, and uses appropriate applications to complete tasks (e.g., Microsoft Word, PowerPoint, Visio, and other desktop-publishing-related software.) Composes technical documents that may include, but are not limited to user manuals, installation guides, and reports. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>Technical Writer</b>            |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Over five (5+) years of related experience in supporting programs as a technical writer.  |
| <b>Functional Responsibility:</b>  | Responsible for reviewing documentation and correspondence relating to the client's project. Knowledgeable and skilled in technical documentation and training. Interfaces with the client and coordinates activities such as writing and editing. In addition, assists in collecting and organizing information required for preparation of work products, ensures the use of proper technical terminology, and translates technical information into clear, readable documents to be used by technical and non-technical personnel. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

### 3.17. Unissant Price List (SIN 132-51)

**Service:** Professional Information Technology

| Labor Category                                      | GSA Rates Per Hour (W/IFF) |
|---|----------------------------|
| Application Test Engineer                           | \$115.39                   |
| Business Analytics Specialist                       | \$138.75                   |
| Business and Systems Analyst                        | \$90.90                    |
| Business Intelligence Professional (Junior)         | \$96.03                    |
| Business Intelligence Professional (Senior)         | \$144.05                   |
| Business Process Consultant                         | \$191.43                   |
| Business Subject Matter Specialist                  | \$211.58                   |
| Configuration Management Specialist                 | \$119.08                   |
| Consultant  | \$191.43                   |
| COTS Application Specialist (Junior)                | \$117.65                   |
| COTS Application Specialist (Senior)                | \$144.38                   |
| Custom Application Programmer/Developer             | \$106.94                   |
| Data Reporting & Visualization Specialist/Architect | \$134.08                   |
| Database Specialist                                 | \$117.65                   |
| Functional Lead                                     | \$164.07                   |
| HCM Technical Consultant                            | \$149.74                   |
| Infrastructure Manager                              | \$134.08                   |
| Network/Systems Engineer                            | \$90.90                    |
| Program Manager                                     | \$231.73                   |
| Project Manager                                     | \$144.38                   |
| QA Analyst  | \$80.21                    |
| Senior Consultant                                   | \$211.58                   |
| Senior Database Administrator                       | \$152.84                   |
| Senior ETL Architect                                | \$166.73                   |
| Software Engineer                                   | \$148.10                   |
| Systems Integrator                                  | \$166.04                   |
| Technical Consultant                                | \$160.07                   |
| Technical Writer                                    | \$136.01                   |

#### **4. TERMS AND CONDITIONS APPLICABLE TO HEALTH INFORMATION TECHNOLOGY (IT) SERVICES (SPECIAL ITEM 132-56)**

Vendor suitability for offering services through the new Health IT SIN must be in accordance with the following laws and standards when applicable to the specific task orders, including but not limited to:

- Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH)
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) and Special Publications
- Federal Information Security Management Act (FISMA) of 2002

##### **4.1. SCOPE**

- a. The labor categories, prices, terms and conditions stated under Special Item Number 132-56 Health Information Technology Services apply exclusively to Health IT Services within the scope of this Information Technology Schedule.
- b. This SIN is limited to Health IT Services only. Software and hardware products are out of scope. Hardware and software can be acquired through different Special Item Numbers on IT Schedule 70 (e.g. 132-32, 132-33, 132-8).
- c. This SIN provides ordering activities with access to Health IT services.
- d. Health IT Services provided under this SIN shall comply with all Healthcare certifications and industry standards as applicable at the task order level.
- e. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

##### **4.2. ORDER**

- a. Agencies may use written orders, Electronic Data Interchange (EDI) orders, Blanket Purchase Agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

##### **4.3. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of Health IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts. All travel will be agreed upon with the client prior to the Contractor's travel.

##### **4.4. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS --COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

#### **4.5. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

#### **4.6. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite Health IT Services.

#### **4.7. INDEPENDENT CONTRACTOR**

All Health IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

#### **4.8. ORGANIZATIONAL CONFLICTS OF INTEREST**

##### **a. Definitions.**

"Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract. "Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor. An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

#### **4.9. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for Health IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

#### **4.10. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

#### **4.11. INCIDENTAL SUPPORT COSTS**

Incidental support costs are not considered part of the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

#### **4.12. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

#### **4.13. DESCRIPTION OF HEALTH IT SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of Health IT Service offered under Special Item Numbers 132-56 Health IT Services and it should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all Health IT Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education. The following is an example of the manner in which the description of a commercial job title should be presented:

**EXAMPLE:** Commercial Job Title: Health IT Subject Matter Expert

Minimum Experience: Ten (10) years.

Functional Responsibilities: Significant information technology consulting and clinical information system strategy and implementation experience. Experienced in client engagements representing a wide array of activities, related to professional information technology projects, in a healthcare/clinical environment, including strategic planning related to information technology systems and/or software, governance, process design/ redesign, clinical content development, and communications and training strategies for information technology solutions.

Minimum Education: Medical Doctor or Doctor of Osteopathic Medicine.



#### 4.14. Skill Category Descriptions (SIN 132-56)

| <b>Administrative Assistant</b>    |  |
|------------------------------------|--|
| <b>Minimum/General Experience:</b> | Minimum years of experience for performance of this service is three (3) years of which a minimum of one (1) year is specialty related.  |
| <b>Functional Responsibility:</b>  | Provide administrative support specifically dedicated to the requirements of the healthcare team. Plan and produce documentation, proofread documents and support proper filling of documents and files in accordance with HIPAA mandates. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a High School diploma.  |

| <b>Application Architect</b>       |  |
|------------------------------------|--|
| <b>Minimum/General Experience:</b> | Minimum years of experience for performance of this service is ten (10) years of which a minimum of five (5) years is specialty related.   |
| <b>Functional Responsibility:</b>  | Analyze functional requirements of Health IT applications such as EHR and provide design specifications for functional activities. Prepare required documentation, including both program-level and user-level documentation. Provide Health IT expertise in providing technical direction to engineers to ensure program deadlines are met. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>Business and Systems Analyst</b> |   |
|-------------------------------------|---|
| <b>Minimum/General Experience:</b>  | Minimum years of experience for performance of this service is five (5) years of which a minimum of three (3) years is specialty related.   |
| <b>Functional Responsibility:</b>   | Assist in applying common best practices for the Health IT industry to identify relevant issues and considerations in selecting Health IT software packages. Generate functional area strategies for enhanced Health IT operations in a cross-functional area mode throughout the organization. Participate in strategy sessions, strategic assessments and design reviews to validate enterprise approach and associated work products, such as Electronic Health Records or Pharmacy and medication disbursement. |
| <b>Minimum Education:</b>           | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>Clinical Informatics Analyst</b> |   |
|-------------------------------------|---|
| <b>Minimum/General Experience:</b>  | Minimum years of experience for performance of this service is five (5) years of which a minimum of three (3) years is specialty related.   |
| <b>Functional Responsibility:</b>   | Functions as the clinical expert and researcher for Healthcare based information systems. Continually monitor and evaluate opportunities for technical innovations and enhancements for various Health IT applications, ensuring that the applications and systems utilized are consistent with professional standards of best clinical nursing practice. |
| <b>Minimum Education:</b>           | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>Computer Security System Specialist (Junior)</b> |  |
|---|--|
| <b>Minimum/General Experience:</b>                  | Minimum years of experience for performance of this service is three (3) years of which a minimum of one (1) year is specialty related.  |
| <b>Functional Responsibility:</b>                   | Analyze and defines HIPAA and PII security requirements for Multilevel Security (MLS) issues. Design, develop, engineer, and implement solutions to MLS requirements. Gather and organize technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Perform risk analyses which also includes risk |

| <b>Computer Security System Specialist (Junior)</b> |   |
|---|---|
|   | assessment.   |
| <b>Minimum Education:</b>                           | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted. |

| <b>Computer Security System Specialist (Senior)</b> |  |
|---|--|
| <b>Minimum/General Experience:</b>                  | Minimum years of experience for performance of this service is seven (7) years of which a minimum of three (3) years is specialty related.   |
| <b>Functional Responsibility:</b>                   | Design, develop, engineer, and implement Health IT solutions to MLS requirements. Perform complex risk analyses which also include risk assessment. Establish and satisfy information assurance and security requirements based upon HIPAA and PII demands. Support customers at the highest levels in the development and implementation of doctrine and policies. Perform analysis, design, and development of security features for system architectures. |
| <b>Minimum Education:</b>                           | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>Configuration Management Specialist</b> |  |
|--|--|
| <b>Minimum/General Experience:</b>         | Minimum years of experience for performance of this service is five (5) years of which a minimum of three (3) years is specialty related.  |
| <b>Functional Responsibility:</b>          | Provide configuration management planning for Health IT applications. Describe provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulate the change process so that only approved and validated changes are incorporated into product documents and related software. |
| <b>Minimum Education:</b>                  | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>Data Management Analyst</b>     |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Minimum years of experience for performance of this service is three (3) years of which a minimum of one (1) year is specialty related.   |
| <b>Functional Responsibility:</b>  | Analyze and solve data problems that affect enterprise Health IT applications. Organize and facilitate Data Governance Council meetings, made up of senior management representatives. Communicate benefits of the program to all levels of management and staff to bring about a culture change towards a focus on proactive data quality in line with HIPAA mandates. Develop key metrics and executive briefings to measure and report the success of the program. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>Functional Lead / Subject Matter Expert (SME)</b> |   |
|--|---|
| <b>Minimum/General Experience:</b>                   | Minimum years of experience for performance of this service is ten (10) years of which a minimum of seven (7) years is specialty related.   |
| <b>Functional Responsibility:</b>                    | Analyze user needs to determine functional requirements of enterprise healthcare programs and define problems and develop plans and requirements in the subject matter area. Perform functional allocation to identify required tasks and the interrelationships between various clinical and healthcare applications while identifying resources required for each task. |
| <b>Minimum Education:</b>                            | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>Informatics Support Analyst</b> |  |
|------------------------------------|--|
| <b>Minimum/General Experience:</b> | Minimum years of experience for performance of this service is three (3) years of which a minimum of one (1) year is specialty related.  |
| <b>Functional Responsibility:</b>  | Review ongoing Health IT efforts and evaluate opportunities for collaboration with existing resources (e.g., clinically annotated genetic/genomic datasets relevant to hematology). Needs experience managing projects and working knowledge of precision/personalized medicine, genetics/genomics, hematology and/or medical informatics. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>MTF Support Analyst (Junior)</b> |  |
|-------------------------------------|--|
| <b>Minimum/General Experience:</b>  | Minimum years of experience for performance of this service is five (5) years of which a minimum of three (3) years is specialty related.  |
| <b>Functional Responsibility:</b>   | Provide expertise in business process of the various Military Treatment Facilities (MTF). In addition, provide analysis, design, improvement, and implementation efforts and in translating business process needs into technical requirements. Provide organizational and strategic planning for a wide variety of technical and functional environments. Also assist in applying Health IT best practices to create conceptual business models and to identify relevant issues and considerations for Health IT software packages. |
| <b>Minimum Education:</b>           | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>MTF Support Analyst (Senior)</b> |  |
|-------------------------------------|--|
| <b>Minimum/General Experience:</b>  | Minimum years of experience for performance of this service is five (5) years of which a minimum of three (3) years is specialty related.  |
| <b>Functional Responsibility:</b>   | Provide expertise in business process of the various Military Treatment Facilities (MTF). In addition, provide analysis, design, improvement, and implementation efforts and in translating business process needs into technical requirements. Provide organizational and strategic planning for a wide variety of technical and functional environments. Also assist in applying Health IT best practices to create conceptual business models and to identify relevant issues and considerations for Health IT software packages. |
| <b>Minimum Education:</b>           | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>Program Manager</b>             |  |
|------------------------------------|--|
| <b>Minimum/General Experience:</b> | Minimum years of experience for performance of this service is ten (10) years of which a minimum of five (5) years is specialty related.   |
| <b>Functional Responsibility:</b>  | Serve as the program manager typically responsible for organizing, directing, and managing all aspects of contract operational support functions involving multiple complex and inter-related Health IT project tasks that often require managing teams of contractor personnel at multiple locations. Provide overall direction of Health IT program activities as well as establish and maintain technical and financial reports to show progress of projects to management and customers. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>Project Manager</b>             |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Minimum years of experience for performance of this service is three (3) years of which a minimum of one (1) year is specialty related. |
| <b>Functional</b>                  | Typically oversee all aspects of the Health IT project, leading a team on or a significant segment of                                   |

| <b>Project Manager</b>    |  |
|---------------------------|--|
| <b>Responsibility:</b>    | large and complex projects such as enterprise Electronic Health Records implementation. Analyze new and complex project-related problems and create innovative solutions that normally involve the schedule, technology, methodology, tools, solution components, and financial management of the project. |
| <b>Minimum Education:</b> | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.  |

| <b>BI Programmer (Junior)</b>      |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Minimum years of experience for performance of this service is three (3) years of which a minimum of one (1) year is specialty related.   |
| <b>Functional Responsibility:</b>  | Develops various dashboards utilizing data extracts from multiple Health IT applications. Create visualizations and dashboards using other 3rd party Data Management, Information Management and Business Intelligence-related technologies and products via various analytical approaches, and develop assessment documents. Has experience working with various Healthcare providers to create analytic files using administrative health care data (e.g., commercial claims, hospital claims, Medicare or Medicaid data) and healthcare informatics. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>BI Programmer (Senior)</b>      |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Minimum years of experience for performance of this service is five (5) years of which a minimum of three (3) years is specialty related.   |
| <b>Functional Responsibility:</b>  | Develops various dashboards utilizing data extracts from multiple Health IT applications. Create visualizations and dashboards using other 3rd party Data Management, Information Management and Business Intelligence-related technologies and products via various analytical approaches, and develop assessment documents. In addition, conducts database management by processing documentation, as well performing code review. Has experience working with various Healthcare providers to create analytic files using administrative health care data (e.g., commercial claims, hospital claims, Medicare or Medicaid data) and healthcare informatics. Experience programming with R and/or Python (or other programming languages) would be required for advanced analytics. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>Security Manager</b>            |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Minimum years of experience for performance of this service is seven (7) years of which a minimum of three (3) years is specialty related.  |
| <b>Functional Responsibility:</b>  | Design, develop, engineer, and implement solutions to align with PII and PHI mandates. Perform complex risk analyses which also include risk assessment. Establish and satisfy information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. Support customers at the highest levels in the development and implementation of doctrine and policies. Apply know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Perform analysis, design, and development of security features for system architectures. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>Security/Risk Analyst</b>       |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Minimum years of experience for performance of this service is three (3) years of which a minimum of one (1) year is specialty related.   |
| <b>Functional Responsibility:</b>  | Analyze and defines security requirements in line with various PII and PHI mandates. Helps design, develop, engineer, and implement solutions to requirements. Performs security risk analyses which also includes risk assessment. Develop security standards in alignment with NIST mandates. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>Software Engineer</b>           |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Minimum years of experience for performance of this service is seven (7) years of which a minimum of three (3) years is specialty related.  |
| <b>Functional Responsibility:</b>  | Analyze functional business applications and design specifications for functional activities. Translate detailed design into application systems. Test, debug, and refine applications to produce the required product. Prepare required documentation, including both program-level and user-level documentation. Enhance applications to improve performance and add functionality. Provide technical direction to engineers to ensure program deadlines are met. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>Systems Engineer (Junior)</b>   |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Minimum years of experience for performance of this service is three (3) years of which a minimum of one (1) year is specialty related.   |
| <b>Functional Responsibility:</b>  | Perform additions and changes to network hardware, operating systems, attached devices and installation, and testing of new network hardware and software for enterprise healthcare programs. Provide direct support in the day-to-day operations on network hardware and operating systems, including the evaluation of system utilization, monitoring response time and primary support for detection and correction of operational problems using knowledge of hardware and software installation and maintenance in a PC/LAN_WAN environment. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>Systems Engineer (Senior)</b>   |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Minimum years of experience for performance of this service is five (5) years of which a minimum of three (3) years is specialty related.   |
| <b>Functional Responsibility:</b>  | Provide direct support in the day-to-day operations on network hardware and operating systems, including the evaluation of system utilization, monitoring response time and primary support for detection and correction of operational problems. Troubleshoot at the physical level of the network, working with network measurement hardware and software, as well as physical checking and testing of hardware devices at the logical level working with communication protocols. Maintain network infrastructure standards including network communication protocols such as TCP/IP. Provide technical consultation, training and support to Health IT staff as designated by the government. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>Team Lead</b>                   |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Minimum years of experience for performance of this service is five (5) years of which a minimum of three (3) years is specialty related.   |
| <b>Functional Responsibility:</b>  | Leads the strategic direction of technical solutions in the context of the current/future business requirements as well as the project Health IT environment. Responsible for delivery of project milestones with continual communication to management about issues and potential risks. Creates and maintains SOPs for all data processing and loading activities including coordination with the research entities dictionary coding schemas such as HSPD. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

| <b>Technical Writer</b>            |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Minimum years of experience for performance of this service is five (5) years of which a minimum of three (3) years is specialty related.   |
| <b>Functional Responsibility:</b>  | Write and/or edit technical documents, including reports, user manuals, briefings and presentations, functional descriptions for Health and Clinical applications, system specifications, guidelines, special reports, and other deliverables. Consult relevant Health IT information sources, including NIST guidelines, technical documents, and project personnel, to obtain background information, and verify pertinent guidelines and regulations governing Health IT project deliverables. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted  |

| <b>Tricare Support Analyst</b>     |   |
|------------------------------------|---|
| <b>Minimum/General Experience:</b> | Minimum years of experience for performance of this service is three (3) years of which a minimum of one (1) year is specialty related.   |
| <b>Functional Responsibility:</b>  | Conducts quality assurance for Tricare under the guidance of the Team Lead using industry standard methodologies and alignment with Health IT mandates. Also provides independent assessment of project documents, plans and implementations by other implementers. Ensures, project documentation adheres to CMMI/ISO standards. |
| <b>Minimum Education:</b>          | Minimum educational requirement is a Bachelor's degree. Alternative work related experience, Military duty or training and/or specialized or higher education may be substituted.   |

#### 4.15. Unissant Price List (SIN 132-56)

**Service:** Health Information Technology

| Labor Category                                | GSA Rates Per Hour (W/IFF) |
|---|----------------------------|
| Administrative Assistant                      | \$ 53.30                   |
| Application Architect                         | \$ 148.32                  |
| Business & Systems Analyst                    | \$ 123.32                  |
| Clinical Informatics Analyst                  | \$ 126.69                  |
| Computer Security System Specialist (Junior)  | \$ 95.17                   |
| Computer Security System Specialist (Senior)  | \$ 140.16                  |
| Configuration Management Specialist           | \$ 121.50                  |
| Data Management Analyst                       | \$ 140.16                  |
| Functional Lead / Subject Matter Expert (SME) | \$ 143.41                  |
| Informatics Support Analyst                   | \$ 129.72                  |
| MTF Support Analyst (Junior)                  | \$ 101.30                  |
| MTF Support Analyst (Senior)                  | \$ 141.44                  |
| Program Manager                               | \$ 178.17                  |
| Project Manager                               | \$ 156.06                  |
| BI Programmer (Junior)                        | \$ 135.69                  |
| BI Programmer (Senior)                        | \$ 169.55                  |
| Security Manager                              | \$ 110.18                  |
| Security/Risk Analyst                         | \$ 125.67                  |
| Software Engineer                             | \$ 157.61                  |
| Systems Engineer (Junior)                     | \$ 111.67                  |
| Systems Engineer (Senior)                     | \$ 140.75                  |
| Team Lead                                     | \$ 102.31                  |
| Technical Writer                              | \$ 53.30                   |
| Tricare Support Analyst                       | \$ 148.32                  |